

COLONIAL REGIONAL LOCAL HUMAN RIGHTS COMMITTEE

April 15, 2010

Members Present: Cheryl Westray, Committee member, Paul S. Thourogood, Vice Chair, Joe Winborne, Committee member

Members Absent: Dr. Charles Ponquinette

Others Present: Reginald Daye, Human Rights Regional Advocate

Potential Affiliate: None

Affiliates Present: Alpha Counsellors Service, Inc., Covell Family Services, Family Maintenance Counseling Group, Independent Perspectives, Lyle Professional Counseling, Martha's Place, New Season Clinical Services, Therapeutic Interventions, Inc., Thoroughgood House, VABODE, Youth Intervention services, LEVOC Family Services, Community Behavior Support

Affiliates Absent: Strong Foundation Youth Initiative, Virginia Supportive Housing

1. Call To Order

The Colonial Regional Local Human Rights Committee was called to order at 5:30 p.m. January 21, 2010, by Joe Winborne; for the purpose of hearing business pertaining to the agenda, transactions, or other matters that may be presented to the committee.

A. Announcements

None

2. Review and Approval of Agenda

April 15, 2010 Agenda was reviewed and no recommendations were made to amend the agenda.

Action: Motion made by Cheryl Westray to approve the agenda as presented
Second: Paul S. Thourogood
Vote: Unanimous

3. Review and Approval of Minutes

January 21, 2010 regular meeting Minutes and the February 2nd special session minutes were reviewed by the committee and there were no recommendations made to correct the draft minutes.

Action: Motion made by Cheryl Westray to approve the minutes as presented

Second: Paul S. Thourogood

Vote: Unanimous

4. Public Comment

None

5. Human Rights Advocate Comments – Reginald Daye announced that Willie Barns has tendered her resignation to the Office of Human Rights and will no longer be a point of contact for the Colonial LHRC. Mr. Daye stated that he will be covering the Colonial LHRC until a replacement can be found and trained.

Reginald Daye discussed the appropriate procedure for requesting affiliation of both new programs and exiting programs.

New Programs – If an affiliate desires to open a new program they must inform their licensing specialist and submit the appropriate forms, then complete a verification form and submit it to the Margaret Walsh, State Human Rights Director (SHRD), verifying that they have written the required policies and procedures for that new program. Once that form is reviewed and accepted, the affiliate will receive an acceptance letter from SHRD. This authorizes you to seek LHRC affiliation. The affiliate must then contact the Regional Advocate (Mr. Daye)

and the Chair of the LHRC to be placed on the agenda for affiliation. The affiliate must then notify all of the LHRC members and the LHRC liaison of their intent to be placed on the agenda for affiliation. You must submit the following to each of the aforementioned, prior to the meeting: Cover letter concerning your request, copy of acceptance letter from the SHRD Director, your verification form, a program description, policies and procedures for the new service, program rules of conduct and behavior management policies.

Expansion of Existing Programs – If an affiliate desires to expand an existing program that they currently operate within region 5 they must inform their licensing specialist and submit the appropriate forms, then draft a cover letter concerning your request, indicate in the letter that you have informed your licensing specialist, provide a description of the service you wish to expand, a statement indicating that this service is covered under your existing policy and procedure manual, program rules of conduct and behavior management policies (if this is the case). You should also include the contact information for the manager of that program. This letter should be sent directly to Reginald Daye, Regional Advocate. If everything is acceptable, Mr. Daye will then refer you to the Chair of the LHRC to be placed on the agenda for affiliation. The affiliate must then notify all of the LHRC members, along with the LHRC liaison of their intent to be placed on the agenda for affiliation. You must submit the following to each member of the committee, prior to the meeting: Cover letter concerning your request, a copy of the letter you sent to the Mr. Daye, a program description. If you have changed your human rights policies and procedures, program rules of conduct or behavior management policies, then you must submit copies to the members and Mr. Daye.

6. Old Business

A. Request for Renewed Temporary Affiliation

1. COVEL Family Services formally requested renewal of temporary affiliation for the following services.

- a. Outpatient Services
- b. Mental Health Support Services

Action: Motion made by Cheryl Westray to approve the request for renewed temporary affiliation for services a. and b.

Second: Paul Thourogood

Vote: Unanimous

2. Therapeutic Interventions, Inc formally requested renewal of temporary affiliation for the following Therapeutic Day Treatment locations

- a. Franklin High School
- b. J.P. King Middle School
- c. S.P. Morton Elementary School

Action: Motion made by Cheryl Westray to approve the request for renewed temporary affiliation for services a. and b. and c.

Second: Paul Thourogood

Vote: Unanimous

3. Family Maintenance Counseling Group formally requested renewed temporary affiliation for Mental Health Support Services.

Action: No action was taken by the committee due to not receiving authorization from the Office of Human Rights that this program has been approved under the new procedure for becoming affiliated. The Committee instructed the affiliate to forward their paperwork onto the committee and they would consider having a special session for the purpose of hearing this request.

B. Requests for Permanent Affiliation

1. Independent Perspectives formally requested permanent affiliation for their new location (George Washington House).

Action: Motion made by Cheryl Westray to approve the request for Permanent affiliation

Second: Paul Thourogood

Vote: Unanimous

2. New Seasons Clinical Services formally requested permanent affiliation for Mental Health Support Services.

Action: Motion made by Cheryl Westray to approve the request for permanent affiliation

Second: Paul Thourogood
Vote: Unanimous

C. Treasurer Report

VABODE reported a balance of \$5104.38 in the committee account as of this date.

7. New Business

- A. Requests for temporary affiliation
 - 1. Therapeutic Interventions, Inc. – Day Treatment Locations
 - a. Arcadia Middle School (Accomack County)
 - b. Nandua Middle School (Accomack County)
 - c. Chincoteague High School (Accomack County)

Action: Motion made by Cheryl Westray to approve the request for temporary affiliation for locations a., b. and c.

Second: Paul Thourogood

Vote: Unanimous

B. The committee agreed to allow the 90 day temporary affiliation to expire, per the affiliate agreement for Strong Foundation, due to two consecutive absences.

C. The committee agreed to allow the 90 day temporary affiliation to expire, per the affiliate agreement for Virginia Supportive Housing, due to two consecutive absences.

D. Community Behavior Support requested to be placed back into permanent affiliation after being dropped to a 90 day temporary status due to an unexcused absence.

Action: Motion made by Cheryl Westray to have Community Behavior Support remain at a 90 day temporary affiliation and be placed on the agenda of the next regular meeting to request permanent affiliation

Second: Paul Thourogood

Vote: Unanimous

8. Reports Of Incidents/Complaints

- A. Alpha Counsellors Service, Inc. - Reports no incidents/complaints
- B. Covell Family Services - Reports no incidents/complaints
- C. Family Maintenance Counseling Group - Reports no incidents/complaints
- D. Independent Perspectives - Reports no incidents/complaints

- E. Community Behavior Support – Reports no incidents/complaints
- F. Lyle Professional Counseling - Reports no incidents/complaints
- G. Martha's Place - Reports no incidents/complaints
- H. New Season Clinical Services - Reports no incidents/complaints
- I. Strong Foundation Youth Initiative – Absent / No report
- J. Therapeutic Interventions, Inc. – Reports no incidents/complaints and 1 restraint
- K. Thoroughgood House - Reports no incidents/complaints
- L. VABODE - Reports no incidents/complaints/reports a change in leadership. Prissilla Wiggins will be taking over as program director
- M. Virginia Supportive Housing – Absent / No report
- N. Youth Intervention services - Reports no incidents/complaints/reports a change in leadership. Sonny Stockdale will be taking over as the clinical director
- O. LEVOC - Reports no incidents/complaints

9. Next meetings scheduled for: 7/15/2010, 10/21/2010

10. Closed Session – The committee voted to go into closed session per VA Code 2.2-3711(A), for the purposes of hearing information pertaining to the restraint reported by Therapeutic Interventions.

The Committee voted to come out of closed session and each committee member certified that the only information discussed was the restraint reported by Therapeutic Interventions. The committee made no recommendations.

11. Adjournment: Meeting was adjourned at 6:45 p.m.

Action: Motion made by Cheryl Westray to adjourn the meeting

Second: Paul Thourogood

Vote: Unanimous